



Department of
Human Resources

POLICY

Approved by: Rebecca R. Hunter, Commissioner	Policy Number: 12-018 (Rev. 8/13)
Signature: <i>Rebecca R. Hunter</i>	Supersedes: 11-025; 88-030; 12-018
Application: Executive Branch Agencies, Human Resource Officers, Qualifying Employees	Effective Date: August 1, 2013
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-50-102	Rule: Chapter 1120-04

Subject:

Certified Professional Secretary Examination and Eligibility for Automatic Salary Increase

Tenn. Code Ann. §8-50-102 states: “Any clerical secretarial or clerical management employee or any employee performing closely related administrative support duties of the state who passes the three-part certified professional secretary examination or the full four-part certified administrative professional examination sponsored by the International Association of Administrative Professionals shall be granted an automatic two-step salary advancement under the state's basic compensation plan.”

An employee, who is otherwise eligible for a salary increase under this provision, will be allowed to receive only one salary increase for passage of any of these exams.

Most of the job classifications in the “Clerical, Administrative and Sub-professional Fiscal Branch” of the occupational compensation plan fit this definition and should, therefore, be covered by this required pay increase. These classes are identified in Edison and NeoGov by a six (6) digit class code beginning with “00.”

The job classifications in this occupational branch not fitting this definition and subsequently not eligible are listed below:

Class Code	Classification	Class Code	Classification	Class Code	Classification
002149	Board Member	002184	Commissioner Member	002184	Student Assistant
002510	Elevator Operator	002791	Computer Operator Spec 1	002792	Computer Operator Spec 2
006110	Community Sv Asst	006121	Museum Curatorial Aide	006122	Museum Curatorial Asst
006161	Volunteer Sv Coord 1	006162	Volunteer Service Coord 2	006163	Volunteer Service Coord 3
006181	Welcome Center Asst 1	006182	Welcome Center Asst 2	006183	Welcome Center Manager

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006184	Welcome Center Dir	006321	Teacher's Assistant 1	006322	Teacher's Assistant 2
006825	Counseling Assistant	006835	Rehabilitation Assistant	006850	Production Control Spec
007210	Firing Range Operator	007220	Gift Shop Supervisor	009344	Collections Manager
006860	Vocational Instructor Per Specialist	007240	Correctional Industries Sales Representative		

Employees in these classes perform duties which are not predominantly clerical-secretarial or clerical-managerial in nature and should not, therefore, be eligible for the CPS automatic salary increase.

The Department of Human Resources shall determine the eligibility of employees in job classifications outside the "Clerical, Administrative and Sub-professional Fiscal Branch" based on assigned job duties and responsibilities.

Questions regarding this policy may be directed to the Classification/Compensation Division.